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Meeting Minutes 02/06/2006

Arlington Arts Council
Minutes of February 6, 2006
Jefferson Cutter House
Arlington, MA

Present: Mary Babic, Elinore Kagan, Karen Dillon, Jean Yoder, Tom Formicola, Leland Stein, Margaret Ryding, and Michele Meagher
Absent: Betsy Campbell and Amy Peters

Karen Dillon called the meeting to order at 7:37 p.m.

ITEM 1: A Review of January Meeting Minutes

Council members reviewed the January meeting minutes. Tom moved to approve the minutes as submitted, Michele seconded and all approved.

ITEM 2: RFP's (request for payment)

It was noted that Aine Minogue did submit papers for reimbursement. But there were no RFP's for consideration at this time.

ITEM 3: Winter Gala

Michele has reserved the WRH for March 30th. There is an additional 45.00 fee (to cover wear and tear on the building) in addition to the rental fee.

Mary moved to approve the additional fee, Karen seconded and all approved.

Invitations for the event: As corresponding secretary Jean will compile a list of invitees and send out the invitations. Michele will show Jean how to do a Mail merge in MS word to expedite the processing of the invitations.

The budget for the event is \$ 145.00. \$ 100.00 for incidentals and the 45.00 additional fee. The council determined that the amount is within our budgeted range.

The council reviewed the Winter Event planning guide put together by Betsy and started to divide up the responsibilities for the event.

Karen asked Aine to be out guest of honor and she has agreed to speak and be featured at the event.

We determined that the event time should be 7:-8:30.

Mary will send out email save the date notices.

We talked about using the event to recruit new members. Mary will create a poster to have at the event but she also included a recruitment statement in the invitation design.

Michele will go to Paper N More to get us discounted paper goods for the event. (including table cloths?) Check to see if Shari has any left over from last year? Michele will also go to Johnnies Foodmaster for drinks.

Leland will go to Not Your Average Joes.

Margaret-will go to Trader Joes for beverages and Lakota bakery for cookies.

Tom-will go to Panera for slices of sandwiches and pastries as well as Panera.

Karen- will go to Wilson's or Scotts for cut flowers.

We decided that our sponsors should have tent cards mentioning their donation on the table at the event.

Michele checked into the sandwich board availability but due to a town election is not available.

Tom will make sure that The Arlington Center for the Arts knows about the event.

Betsy-Can you update and bring the scrapbook?

Mary will buy the invitations and design them. Leland will post announcement of the event at the Regent.

Find out when the arts quarterly goes to press for the Advocate so we can include our event coverage.

ITEM 4: Other Business

GOLD Key Award: Tom did nominate the Dallin museum workbook online for a gold key award but go the nomination in too late. It really was a project eligible for last year's award. He is looking into submitting Aine's project.

LCC Convention: is in March and many members are planning on attending.

New Members: We really needs to actively recruit new members. A few of us are cycling out of our final term and we will be down to a limited number of members. How can we get more council members to volunteer? Flyers? Articles in the Advocate? All council member should be thinking about where and how to recruit.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Jefferson Cutter house for the following upcoming meetings :

Monday, March 6th 7:30-9 Jefferson Cutter House

Monday, April 3rd 7:30-9 Jefferson Cutter House

Monday, May 8th 7:30-9 Jefferson Cutter House

Monday, June 5th 7:30-9 Jefferson Cutter House

Please reserve these dates on your calendar.